

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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1. Application Date 12/15/72	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received DEC 18 1972	Date Completed 476 DEC 28 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming Data & Inventory Bureau - Mapping & Drafting Branch No. 2 Capitol Square - Room 350 Atlanta, Georgia		4. Person to Contact Steve Kasmerski	
		5. Working Title Chief Cartographic Unit	6. Tel. No. 656-5361

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1938 - To Date	9. Exact Series Title State Highway Map File
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10. What is the function of the office in which this record series is created?

The function of the office in which this record series is created is to draft and revise all transportation maps for the Department. This includes not only highway maps, but maps for other modes of transportation as well. Reference copies of the maps are maintained for intradepartmental use and for sale to the general public. Maps are reviewed and approved by the Federal Bureau of Public Roads.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the drafting and updating of a map that reflects the current state highway system and tourist information.

Included are: Mylar originals for the state map  
Mylar originals for the city maps

The file is arranged by the type of map (State Highway Map). All originals pertaining to the State Highway Map are filed in a special container.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
Map File		3		12	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
			*referenced heavily for period of 3 to 4 months	*25-30	25-30
				10	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain. See Attached page for explanation of yes answers

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [ ]
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [x]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] [ ]

24. REQUIREMENTS. The following requires the files to be kept PermanentlyXXXX.

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Administratively the originals are a source of historical data. The originals show changes in the State Highway Systems, County and City Boundaries and cartographic techniques over a period of time.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER continuous, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify)

Hold in current files area until obsolete, superseded or no longer needed for reference. Place in inactive file. Cut off at end of calendar year. Transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

See Attached Page.

Records Management Officer (Signature) <i>M. Bradford</i>		Date <i>12/11/72</i>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations/Agency Head/Designee in paragraph 25 are:			<i>[Signature]</i>	<i>12/15/72</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
State Auditor/Designee			<i>William M. Ligon</i>	<i>12-27-72</i>	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
Secretary of State/Designee			<i>Carroll West</i>	<i>12-19-72</i>	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
Attorney General/Designee			<i>G. W. H. Shell</i>	<i>12-27-72</i>	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved					

STATE RECORDS COMMITTEE

Explanation of Yes answers to Questions 14-23.

14. The original is not duplicated but reference copies of the map are widely distributed.
18. The map is printed by a commercial printer. Negatives are made from the originals. The negatives are the property of and are retained by the printer. If the original were destroyed the series could be reconstructed from the negatives.
23. The Mylar originals are updated annually. Some of the originals currently being used are approximately 10 to 12 years old. Originals are replaced only if there is a major revision of the map such as a change of scale or if the originals wear out.

RATIONALE: The originals are a continuous record series. Originals are updated periodically. Originals are replaced only if there is a major change in the map or if the original wears out. Administratively the originals are a source of historical data. The originals show changes in the State Highway Systems, County & City boundaries and cartographic techniques over a period of time.